



COURSE OUTLINE GUIDE

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STYLE GUIDE

When writing this → use this style →	Title Case	List	Sentence	Style
Module 1 Title	X			<p>Title case examples: How to Generate Ideas OR Creativity: Idea Generation</p> <p>Tips for titles:</p> <ul style="list-style-type: none"> ✓ Capitalize all words expect for prepositions and conjunctions such as “to” or “for” ✓ Do not punctuate unless you need a question mark or exclamation point
OS Notes (Optional & Onsite only)		X		<p>List examples:</p> <ul style="list-style-type: none"> • Compare and contrast famous creative’s techniques for generating ideas • Discuss how to come up with your best ideas • Critique homework • Practice divergent thinking techniques <p>Tips for lists:</p> <ul style="list-style-type: none"> ✓ Capitalize the first word and proper nouns only ✓ Do not punctuate unless you need a question mark or exclamation point ✓ Use bullet points
OL Module Student Learning Outcomes (Required & Online only)		X		
Module Topics		X		
Activities (Describe and “X” all that apply) For tips on completing this field, refer to the outline guide		X		
Assignment(s)			X	<p>Sentence example: Assignment 5.1: Submit a mood board for your midterm project.</p> <p>Tips for sentences:</p> <ul style="list-style-type: none"> ✓ BEST PRACTICE: for easy reference, number your assignment with the module that it is assigned (see the above sentence example for numbering convention. ✓ Capitalize and puncture like typical prose writing.
Media				No writing needed, just “X” the box for the desired media.

EXPLANATION OF FIELDS

Module 1 Title
The title or main topic of the module
OS Notes (Optional & Onsite only)
Special instructions for an onsite session (bring certain materials to class, meet at a different location, etc)
OL Module Student Learning Outcomes (Required & Online only)
What learning outcomes will be addressed in this particular module?
Module Topics
Sub topics, demo points, page topics (OL) that will be addressed in this module
Activities (Describe and "X" all that apply) For tips on completing this field, refer to the outline guide
Exercises, in-class discussions, studio work, etc. that the students will be engaged in in this session
Assignment(s)
Homework (OS) or assignments to work on for the module. Usually due at the end of the module.
Media Media is optional for Onsite Media is <i>REQUIRED</i> for Online
Videos, screen captures, slideshows, audio
<input type="checkbox"/> "X" the box to include media for Onsite

SAMPLE OUTLINE

COURSE OUTLINE

Dept./Course # LA 101 Creativity

This course will be offered: Online Onsite

Module 1 Title	Generating Creative Ideas	
OS Notes <small>(Optional & Onsite only)</small>	<ul style="list-style-type: none"> Complete (week 4) teacher evaluations online Check your dashboard for progress grades next week 	
OL Module Student Learning Outcomes <small>(Required & Online only)</small>	<ul style="list-style-type: none"> Complete background research on the creative individual that you've chosen to interview Draft interview questions and arrange them into categories Identify familiar and unfamiliar places in fresh ways 	
Module Topics	<ul style="list-style-type: none"> Where do novel ideas come from? Key creativity researches: R. Epstein and Csikszentmihalyi Divergent thinking techniques: free association, "what if" thinking 	
Activities <small>(Describe and "X" all that apply)</small> <small>For tips on completing this field, refer to the outline guide</small>	Exercise(s):	<input checked="" type="checkbox"/> Onsite <input checked="" type="checkbox"/> Online
	Discussion Topic(s):	<ul style="list-style-type: none"> Describe a moment of insight Combining ideas: Giving action to a sentence <input checked="" type="checkbox"/> Onsite <input type="checkbox"/> Online
	<input checked="" type="checkbox"/> Quiz or <input type="checkbox"/> Exam:	<input checked="" type="checkbox"/> Onsite <input checked="" type="checkbox"/> Online
	In-Class (Onsite ONLY) Activities <input type="checkbox"/> Critique: <input type="checkbox"/> Fieldtrip: (only allowed after module 2) <input type="checkbox"/> Other:	
Assignment(s)	Assignment 1.1: Read chapters 1-2 of the text Assignment 1.2: Conduct interviews with 3-5 individual and submit a 3 paragraph report on the questions asked and the responses gathered. What did you learn?	
Media <small>Media is optional for Onsite Media is REQUIRED for Online</small> <input type="checkbox"/> "X" the box to include media for Onsite	Media Types: <input type="checkbox"/> Screen-capture Demonstration Videos <input type="checkbox"/> Narrated Slideshows/Narrated Videos <input type="checkbox"/> Live-action Demonstration Videos <input type="checkbox"/> Video or Audio Clips <input type="checkbox"/> Virtual Field Trip/On-Location Videos <input type="checkbox"/> Interactive Elements (drag and drop, matching, etc.) <input type="checkbox"/> Interview/Guest Speaker Videos <input type="checkbox"/> Other: Media Titles:	

RESOURCES

OL Build

To request on OL build of this course, go to:

<https://www.academyart.edu/aau-forms/online-education/online-education-build-request-form>

Rubrics

To request help to write a rubric, send an inquiry to rubrics@academyart.edu